



# Falmouth Harbour Commissioners Vision, Aims and Objectives

**Vision:** Our purpose is to maintain an organisation of quality and excellence to safely manage Falmouth Harbour in order to deliver sustainable prosperity whilst meeting the aspirations of our Stakeholders.

## Organisation Aim

We want to attract and retain outstanding people with a shared commitment to safely deliver the objectives of the organisation, delivering the highest standards of quality and governance.

## Prosperity Aim

Falmouth Harbour Commissioners are committed to improving the financial viability of the Port for the benefit of the area and to providing resources to deliver its objectives.

## Sustainability Aim

To ensure the long term sustainable development of the harbour through a policy of balancing environmental, social and economic factors.

## Safety Aim

To follow best practice in managing the Port for the safety of harbour users and the protection of the environment by meeting the appropriate national standards.

## Stakeholders Aim

As a Trust Port Falmouth Harbour Commissioners has no shareholders, but holds itself accountable to its wider stakeholder community. We are committed to systematic and constructive stakeholder engagement and decisive management.

## Objectives:

To continually improve the organisation by recruiting and retaining a skilled workforce motivated by a good remuneration package, effective communication and appropriate training creating job satisfaction,  
To deliver excellent customer service,  
To ensure that efficient and effective systems and services are maintained throughout the organisation, and  
To ensure compliance with relevant external standards.

## Objectives:

To work in partnership to develop Port activities to the benefit of local businesses,  
To invest and manage resources prudently while maintaining Falmouth Harbour Commissioners' infrastructure, craft and facilities to a high standard, and  
To ensure Falmouth Harbour Commissioners operates with robust business models while maintaining resilience to external factors.

## Objectives:

To work in partnership to ensure the long term future of the harbour through positive and proactive development,  
To work in partnership to ensure appropriate management of the harbour's natural environment,  
To take account of the heritage and culture needs of the area, and  
To take account of local social and leisure interests and concerns.

## Objectives:

To maintain effective safety management systems,  
To maintain infrastructure and navigation channels in safe condition,  
To maintain emergency response and counter pollution plans and the ability to implement them,  
To provide an efficient and effective pilotage service, and  
To maintain an effective system for monitoring and regulating the harbour.

## Objectives:

To effectively engage with a wide variety of stakeholders to determine their views and opinions on issues affecting the Harbour,  
To conduct business as openly as possible and account to stakeholders for decisions made in managing the Harbour,  
To act decisively in the overall best interest of stakeholders, and  
To ensure that commissioners and advisory positions are open to all with appointments made solely on merit.

**Notes:**

This Job Description is a controlled document; any proposed amendments will be captured during appraisal and incorporated subject to the approval to the Chief Executive.

This Job Description is not intended to be an exhaustive list of responsibilities, and duties. The Chief Executive reserves the right to require the post-holder to undertake such other tasks, duties or training as may be appropriate to the post-holder's status and experience.

This Job Description will be reviewed at appraisal and may be amended from time to time as a result of either these reviews or a wider re-organisation.

Although this Job Description provides an outline of key tasks, all staff are expected to be flexible and assist, when necessary, other members of staff in their tasks and be prepared, on occasion, to work in other departments to enable the company to operate efficiently.

<b>Version No.</b>	<b>Date</b>	<b>Document Owner (author)</b>	<b>Description of changes made</b>
0.1	30/3/2015	D Paul	First draft
1.0	11/5/2015	D Paul	Approved by CEO

## Job Title: Falmouth Pilot Deckhand

### Overall Purpose

Under the supervision of the pilot boat coxswain act as deckhand of FPS coded pilot boats on pilotage or other operations and deliver support functions to Falmouth Harbour Commissioners.

### Main Responsibilities

- Responsible for acting as deckhand on pilot boat and undertake port service operations on a shift work basis in accordance with the rota and established procedures
- Responsible for providing monitoring and reporting services to FHC as delegated.
- Responsible for routine pilot boat maintenance as directed and in accordance with procedures in order to ensure good reliability from pilot boats.
- Responsible for reporting defects when identified using the correct procedures.
- Responsible for maintaining certain documents and records related to the safe operation of the pilot services and discharging requirements relating to port marine safety.

### Main Duties

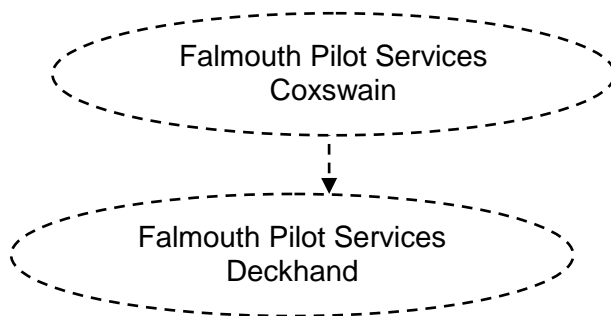
- As directed by Pilot boat coxswain act as deckhand as required and undertake port service operations on a shift work basis.
- As directed provide monitoring and reporting services to FHC.
- Maintain documents and records as required following procedures compliant with the Integrated Management System
- When directed undertake maintenance activities on the pilot boats and monitor activities undertaken by contractors. Undertake duties as part of Falmouth Harbour Commissioners Emergency Response Team as directed by the Lead Responder or Harbourmaster.

### Detailed Duties

- As directed by Pilot boat Coxswain, act as deckhand and undertake port service operations on a shift work basis.
  - Assist with ensuring the safety of pilot vessel, crew, pilots and passengers when on watch.
  - Assist with boarding and recovery of the pilot or other persons during boarding and landing operations
  - Assist in delivering an efficient pilotage service liaising with masters, agents and pilots.
  - Undertake daily and weekly checks and routine maintenance and report defects appropriately.
  - Understudy the Coxswain with a view to gaining authorisation once qualifications and experience gained
- As directed provide monitoring and reporting services to FHC.
  - Undertake or arrange for channel clearances requested by the docks to be carried out.
  - Assist in providing a local port service as declared to the MCA
  - Report concerns to and carry out monitoring tasks as directed by the Pilot Boat Coxswain
  - Communicate with customer vessels providing information as required by the local port service.
  - Alert Coxswain, general manager and/or duty harbour master to non-routine or emergency situations.

- Approve bunkering activity when all necessary information has been provided.
- Maintain documents and records as required following procedures compliant with the Integrated Management System
  - Comply with FPS and FHC policies and procedures and ensure records are correctly maintained.
  - Comply with and input into risk assessments and procedures appropriate to maintenance activities.
- When directed undertake maintenance activities on the pilot boats and monitor activities undertaken by contractors and ensure that safe systems of work are followed.
  - Undertake daily weekly and monthly checks ensuring defects reported are rectified efficiently.
  - Carry out non-routine maintenance task as directed
  - As directed brief and oversee contractors working on board pilot boats.
- Undertake duties as part of Falmouth Harbour Commissioners Emergency Response Team as directed by the Lead Responder or Harbourmaster.

Line of accountability:



**Main contacts externally**

Shipping Agents / Service suppliers – verbal/email  
 Ship Masters - verbal/email  
 Contractors – verbal

**Most important decisions that have to be taken without reference to others**

Decisions related to the personnel during transfer operations. Interpretation of pilotage requirements for customers. Identify non-routine activities requiring additional management measures.

**Describe typical problems in the job**

Operational decisions relating to transfer of personnel to and from pilot vessel. .

**Describe any staff management role**

None.

**What spending authority does this role have – define spending guidelines**

None

**Describe any Health and Safety / Environmental responsibilities**

Comply with FPS and FHC H&S policies and procedures Undertake risk assessments

Qualifications ( <i>Evaluate on C</i> )	<i>Recruitment</i>	<i>Competent</i>	<i>Advanced</i>
Relevant Marine Qualification	✓	✓	
FHC training and authorisation as pilot boat Deck hand		✓	
FHC training and authorisation as pilot boat Coxswain			✓
Health and Safety level 2 minimum (working safely)		✓	
Oil Spill Response Qualification		✓	
Authorisation as Cox for other relevant FHC craft ( e.g. Killigrew and motorboat)		✓	

Experience / skills required ( <i>Knowledge of, Thorough, Extensive</i> )	Recruitment			Competent			Advanced		
	K	T	E	K	T	E	K	T	E
Understanding of pilot service businesses					✓				✓
Pilot boat handling				✓				✓	
Experience in inputting data into FPS/ FHC systems					✓				✓
Knowledge of appropriate statutory reporting systems				✓				✓	
Use of IT including Office software	✓				✓			✓	
Health and safety management	✓				✓			✓	

Level of technical knowledge and type of experience needed to do the job with examples of how / when used

Marine qualification and sufficient boat handling experience to allow authorisation as pilot boat deck hand. Required to make day to decisions and assist with personnel transfer to and from pilot vessel and pilot ladders. Ability to undertake routine maintenance tasks and non-routine tasks under supervision. Ability to assist in emergency response as directed and take charge in case Coxswain is incapacitated to 'get home safely'